



Flood Control Project Manager (up to 3 year Limited-Term) - Open
\$59.94 - \$74.92 /Hour

FINAL DATE FOR FILING: June 23, 2016.

THE POSITION

The **Department of Public Works** of **San Mateo County** is seeking a qualified **Flood Control Project Manager - (up to 3 year Limited Term)**.

The **Flood Control Project Manager** will coordinate current and future flood control projects. In this role, the successful candidate will effectively collaborate and coordinate efforts with affected cities, government agencies, regulatory agencies and stakeholders on specific flood control projects, or provide more extensive expertise in flood control management. This position plans, prepares, and schedules activities for flood control. Activities may include design, permitting and construction of flood control projects, evaluating, preparing and administering grant funding opportunities; operation of complex recharge and stormwater conveyance systems; coordination of assigned activities with other divisions, outside agencies and the general public; and providing highly responsible staff assistance to the Flood Control Associate Civil Engineer.

IDEAL CANDIDATE

The **ideal candidate will possess the following:**

- Highly experienced in the principles and practices of civil engineering, flood control, water resource management, and public works design, construction, and maintenance.
- An effective communicator, both orally and in writing; able to represent the County in meetings and presentations to various groups including community groups, regulatory and other governmental agencies, and the general public.
- Customer-focused and interpersonally effective in dealing with staff, engineers, contractors and the public, and in coordinating with law enforcement agencies, emergency responders and other agencies when necessary.
- Able to analyze and evaluate alternatives, make sound recommendations and prepare effective staff reports.
- Experience preparing written studies or reports on flood control systems, management; and strategic planning.
- Accountable and able to schedule and carry through assignments with independence.
- Knowledgeable and experienced in the monitoring and administration of federal, state, local, and private grant applications and contracts.

Possession of a valid Certificate of Registration as a Professional Civil Engineer in the state of California is highly preferred.

NOTE: This is a limited term, at-will position not to exceed 3 years. Limited Term employees receive full medical and dental benefits, similar to regular employees, and a portable 401(a) plan.

Examples Of Duties:

Duties may include, but are not limited to, the following:

- Plan, organize, direct and coordinate the activities of the staff of a major functional engineering section involved in such activities as construction, planning, and design for flood control and drainage systems, water conservation, resource management, contract preparation and review, site suitability studies, and review of legal description of real property.
- Represent the division and the Department on and direct the activities of committees and task forces for developing, scheduling, implementing and monitoring programs and projects that impact several or all County departments and which require coordination between the County and other public and/or private entities.
- Conduct or supervise technical and administrative studies of new and existing programs and special projects to determine feasibility and resolve problems to increase efficiency; provide difficult technical and administrative assistance to the higher level management; and prepare and present comprehensive administrative, fiscal and technical reports and other comprehensive data as required.
- Conduct meetings with the public to explain various public works projects, department and county policies.
- Participate in the developing, implementing and evaluating departmental and division goals, objectives, policies, procedures and priorities; make recommendations concerning proposed changes; ensure compliance with County and Department policies; and provide staff leadership on policy planning and direction for division activities.
- Participate in the development and administration of division budget; prepare cost estimates for budget recommendation; monitor and approve expenditures; and ensure the provision of required service levels within budget constraints and policy.
- Coordinate division activities with those of other Department divisions, County departments, federal, state and local agencies and organizations to ensure effective cooperation on all governmental levels on matters pertaining to public works.
- Assist in the selection, supervision, and evaluating of supervisory, engineering, professional, technical and clerical personnel; ensure provision of staff training; recommend and/or initiate personnel actions, such as promotions, transfers, discharges and disciplinary measures.
- Participate in negotiations with consultants, grant agencies and regulatory bodies.
- Investigate and resolve complaints related to division activities and service delivery deficiencies; and assist in analyzing and solving administrative, office, technical and personnel problems.
- Perform related duties as assigned.

QUALIFICATIONS

Experience: Four years of increasingly responsible experience in watershed management, environmental planning or natural resource management, including at least two years of responsibility providing lead direction on an ongoing or limited period project. Supervisory experience is recommended.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in the natural sciences, ecology, environmental planning, or related field. Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of 4 years.

Knowledge of:

- Principles and practices of civil engineering and municipal public works planning, design, construction and administration.
- Methods and materials used in the design, construction and inspection of varied civil

engineering projects.

- Principles and practices of public administration, organization and management.
- Principles, practices and procedures of budget preparation, administration and control.
- Principles and practices of contract negotiations, preparation and administration.
- Practices and procedures as applied to the analysis and evaluation of programs, policies and operational needs.
- Pertinent local, state and federal laws, rules, regulations and enforcement procedures.
- Principles and procedures of personnel management such as supervision, selection, training, discipline and performance evaluation.
- Principles and procedures of safety management as it relates to public works projects.

Skill/Ability to:

- Acquire subject matter expertise in the functions and activities of a major section of a large diversified public works department, including but not limited to, laws, rules, regulations, procedures and technical operations.
- Plan, organize, direct, coordinate and review the activities of multiple disciplinary professional and technical staff.
- Evaluate complex design and consulting work; coordinate and prioritize work; and delegate authority and responsibility.
- Develop, control and administer division budget and expenditures.
- Interpret, develop and implement division, Department and County policies, procedures, specifications, rules and regulations.
- Analyze situations and problems accurately, identify alternative solutions, and take appropriate actions under general policy guidelines.
- Research, analyze, and make recommendations on administrative and management practices and procedures.
- Communicate effectively both orally and in writing; prepare comprehensive administrative, statistical, fiscal and technical reports and correspondence.
- Represent Public Works to other departments, agencies, and before public bodies.
- Facilitate conflict/dispute resolutions among individuals from different disciplines; and gain cooperation through discussion and persuasion.
- Select, supervise, train and evaluate supervisory, professional and technical staff.
- Establish and maintain effective and cooperative working relationships with others contacted in course of performing assigned responsibilities.

APPLICATION/EXAMINATION

Anyone may apply. *A supplemental application form must be submitted in addition to our regular employment application form.* The examination process will consist of an application screening (weight: pass/fail) based on the candidates' application and responses to the supplemental questions. Candidates who pass the application screening will be invited to a panel interview (weight: 100%), which may include the evaluation of a written or performance exercise given prior to or immediately preceding the interview. Depending on the number of applicants, a screening committee may select those applicants whose education and/or experience appear to best meet the needs of the position based solely on the information provided in the application documents. Because of this screening process, all applicants who meet the minimum qualifications are not guaranteed advancement to the next phase of the examination process. *A resume will not be accepted as a substitute for the required employment application and supplemental questionnaire.* All examinations will be given in San Mateo County, California and all applicants must participate at their own expense.

Thorough and detailed responses to the supplemental questions must be submitted

in addition to the standard San Mateo County employment application. A resume will not be accepted as a substitute for the required employment application and supplemental questionnaire.

IMPORTANT: Applications for this position will only be accepted online. If you are currently on the County's website, you may click the "**Apply Online**" button above. If you are not on the County's website, please go to <http://jobs.smcgov.org> to apply. Online applications must be received by the Human Resources Department before midnight on the final filing date.

~ TENTATIVE RECRUITMENT SCHEDULE ~

Final Filing Date: June 23, 2016

Application Screening: June 28, 2016

Civil Service Panel Interviews: July 7, 2016

The County of San Mateo does not require job applicants to disclose conviction history information until after the applicant successfully completes all examination phases for the recruitment. All passing applicants will receive instructions by email only from Human Resources staff to complete and submit a conviction history questionnaire online within a specified deadline of two business days. **Failure to do so within the timeframe will disqualify you from the rest of the process.** Please visit this link at <http://hr.smcgov.org/conviction-information-applicants-faqs> to find out more information about the conviction history questionnaire so that you can prepare accordingly.

Note: Positions in criminal justice agencies currently required by law to pass background checks are exempted from this bill, and applicants may be required to submit conviction information at the time of application.

San Mateo County is an Equal Opportunity Employer

Analyst: Bonnie Tendencia (061016) (Principal Civil Engineer - D058)

keywords: public works, design, engineer, construction

Job Number: D058-05

Flood Control Project Manager (up to 3 year Limited-Term) - Open Supplemental Questionnaire

- * 1. **IMPORTANT:** Applicants for this position are required to submit responses to the following supplemental questions. Your responses will give us additional information about your background and experience related to this position and will be used in the selection process. Be concise and specific. Neatness, clarity of expression, grammar, spelling and ability to follow instructions will be considered in the evaluation process. **Applications with incomplete responses will be rejected. A resume will not be accepted as a substitute for your responses.**
- I have read and understand these important instructions.
- * 2. Do you possess a valid Certificate of Registration as a Professional Civil Engineer in the State of California? (A "no" answer will not disqualify you from the process.)
- Yes No
3. If you are a registered Civil Engineer in the State of California, please provide the following information: (a) license number and (b) date issued. (Type "N/A" if you are not a registered Civil Engineer in California.)
- * 4. Select one response that best describes your highest level of education in Civil Engineering. (Be prepared to provide verification of graduation/certification if requested.)
- I possess a Master's Degree in Civil Engineering
 I have a Bachelor's Degree in Civil Engineering
 None of the above
- * 5. Describe your professional project management experience. In your response, please address the following: (a) number of years of experience; (b) specific projects you worked on relevant to the position you are applying for; (c) your level of involvement, role and responsibilities in each project; and (d) what public or regulatory agencies you worked with and your role.
- * 6. Describe your experience using the following at work: (a) AutoCAD and other engineering and drafting computer programs; (b) general software applications for word processing, project management, email and spreadsheets. Specify your skill level and the duties you performed using these applications or programs.
- * 7. Describe your experience leading a team. Give an example that best demonstrates your ability to explain engineering or public works related processes and procedures to people with varying degrees of or no familiarity with the field.
- * 8. Discuss a flood control engineering study or project you directed. Be specific about your role and the scope and outcome of the study or project. Include a description of any codes, regulations and references you relied on in developing your conclusions.

- * 9. Do you possess a valid California driver license or equivalent?
 Yes No

- * 10. If you answered YES to the previous question, provide your license number AND expiration date. (Type "N/A" if you do not possess a California driver license or equivalent.)

- * 11. Have you received any vehicle citations for moving violations within the last five years?
 Yes No

- * 12. If you answered YES to the previous question, explain fully. Include offense, date and place of violation and disposition (i.e., traffic school, paid fine, etc). (Type "N/A" if you answered "no" to the previous question.)

- * 13. Are you related by blood or marriage to anyone currently employed in the Public Works Department, San Mateo County? (A "yes" answer will not disqualify you from the process.)
 Yes No

- * 14. If you answered YES to the previous question: (a) What is the name of the employee? (b) What is your relationship to the employee (i.e., son, stepfather, aunt, etc)?

- * Required Question

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